

**STATE OF HAWAII  
Department of Human Services  
Office of Youth Services**

**Addendum #1**

**To**

**Request for Proposals**

**HMS-501-09-03  
O'ahu SAFE HOUSE GROUP HOME  
October 31, 2008**

November 24, 2008

**ADDENDUM #1**

To

**REQUEST FOR PROPOSALS  
O'ahu Safe House Group Home  
HMS-501-09-03**

The Department of Human Services, Office of Youth Services is issuing this addendum to **HMS-501-09-03, Oahu SAFE HOUSE GROUP HOME** for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of **Wednesday, November 12, 2008** and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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Responses to Question Raised by Applicants

For

**HMS-501-09-03**  
**O'ahu Safe House Group Home**

1. **Question:** Is the first \$750,000 only for six months? and then it must include start up costs? Will there be an ability to roll over monies if not fully expended?  
  
**Response:** The 12 month budget is \$750,000, although the first contract year may end up being less than 12 months. The roll-over issue will be determined on an annual basis, but there should be no general expectation of roll-overs.
2. **Question:** When is the expectation that the building will be complete so youth may be accepted?  
  
**Response:** The construction schedule calls for completion of the building by February 19, 2009. The program site will then have to be licensed as a Child Caring Institution, before program occupancy.
3. **Question:** Have you determined a minimum staff client ratio?  
  
**Response:** There should be a minimum of two staff and a minimum ratio of one staff per four clients around the clock.
4. **Question:** The RFP mentions Professional Service Cooking. Can we cook – life skills education?  
  
**Response:** The cooking skills may be included in the provider's description Section III.2.i Life Skills Building section of the proposal. The provider must ensure that meals shall be nutritionally balanced following state or national dietary guidelines and of appropriate serving sizes to meet the needs of youth.

**HMS-501-09-03**; Oahu SAFE HOUSE GROUP HOME is amended as follows:

The following are corrections and amendments to **RFP HMS 501-09-03, Oahu Safe House Group Home.**

**RFP Cover Letter:**

**Add** to statement *Written Response from the State on Wednesday, November 26, 2008*

**Section 1, Administrative Overview:**

**I. Procurement Timetable:**

Page 1-1

**Change** *Contract start date from January 5, 2009 to January 1, 2009*

**Change** *Proposal Submittal Deadline to Dec. 8, 2008*

Page 1-4

**Change** *Friday, November 26, 2008 to Wednesday, November 26, 2008*

**Section 2, Service Specifications:**

Page 2-4 (A) **Service Activities**

**Change** the words “researched base” to “evidence base”.

Page 2-5 (e) **Youth Involvement** – **Delete** extra line space in 3<sup>rd</sup> row.

Page 2-8 (q) **Meals** – **Delete** statement “Should the applicant receive room and board payments from the DHS, funding for this item may be reduced accordingly” and **Replace** statement with “The vendor agrees that payments made pursuant to this contract shall constitute full and complete payment for all program costs including, but not limited to, providing the youth services identified in this contract and providing residential care, 24 hours a day, for youth placed by DHS in the vendor’s program, including room, board and supervision in accordance with all relevant State statutes and Hawaii Administrative Rules (HAR), and no other payments shall be made to the vendor by DHS (e.g. foster board payments are subsumed in this contract price)”.

Page 2-14 (A) **Add** word “Oahu” before “Island”.

Page 2-14 (B) *Formatting Error. Extra line space confused the auto-bullet format by adding “C”. Delete Line space and need to re-numerate the bullet points automatically deleting “C” ending at “F” and not “G”.*

Request for Final Revised Proposals  
For RFP

Purpose of the request for final revised proposals:

Sections that may be submitted:

Procedure for submission final revised proposals:

- ☐ Procedure for submission is the same as the procedure for the original proposals as defined in:
- ☐ Procedure for submission of final revised proposals is as follows:

Note:

- Only the section or sections of each applicant's last proposal that are amended shall be submitted.
- If no final revised proposal is submitted, the applicant's last proposal shall be deemed to be the applicant's final revised proposal.